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LABOUR TURNOVER and ABSENTEEISM in NOVA SCOTIA'S MANUFACTURING INDUSTRIES 1974

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LABOUR TURNOVER AND ABSENTEEISM IN NOVA SCOTIA'S MANUFACTURING INDUSTRIES 1974

Department of Labour
Economics & Research
Division

Department of Development
Economics & Statistics
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EXECUTIVE SUMMARY

- A survey of the 300 largest manufacturing establishments in Nova Scotia has provided, for the first time, precise information on the magnitude of labour turnover in the province.

- Turnover rates for the calendar year 1974 are presented in this study, on a monthly and annual basis, by industry division, size of firm, and county.

- Turnover as defined in this report measures the rate at which firms replace workers who have departed in order to maintain employment at a particular level.

- For all industries the average turnover rate was 3.4 per cent per month. Turnover varies considerably among industries, ranging from a low of 0.6 per cent per month for the petroleum group to a high of 8.1 per cent for the primary metal division.

- Major factors exerting an influence upon the differing turnover levels at manufacturing establishments in Nova Scotia include the seasonal nature of many operations, labour demand and supply conditions, and wage rates.

- Turnover rates for the individual counties are as low as 0.2 per cent per month (in Queens county) and as high as 9.3 per cent per month (in Hants county).

- Important elements in the county turnover experience are the regional demand for and supply of labour, the industrial structure in the area, and traditional work habits.

- The smallest firms generally have greater turnover problems than the largest firms, although the difference in turnover rates is not substantial. For firms in the intermediate size groups, the rate of labour turnover rises as the size of firm becomes larger.

- Absenteeism as defined in this report measures the percentage of man-days lost out of the total possible number of man-days available for work in any given month.

- The overall level of absenteeism for industries in Nova Scotia averaged 3.34 per cent per month. Considerable variations by industry did occur, however, with transportation equipment recording a high of 5.95 per cent while printing, publishing and allied had a low of 0.91 per cent.

- The regions within Nova Scotia recorded absenteeism rates that ranged from 5.84 per cent in Central Nova Scotia to 2.79 per cent for Western Nova Scotia.

- Larger firms tended to have the highest levels of absenteeism while the smallest firms recorded the lowest rates.

I. INTRODUCTION

This study, sponsored by the provincial Departments of Labour and Development, examines labour turnover and absenteeism in Nova Scotia's manufacturing industries during the year 1974.

When the Department of Development conducted a number of labour market studies in 1974, some of the manufacturing establishments examined seemed to be experiencing high rates of turnover and absenteeism. These initial investigations raised an interesting question: how do the rates of turnover and absenteeism for individual firms within a particular industry compare with the rates of turnover and absenteeism for that industry as a whole? Answering this question is important if one is to determine whether the labour scene at a particular firm is unique or merely reflects conditions that are the same for every firm in the industry.

As a result, there was a need for "benchmark" data for each industry, against which one could compare data for an individual firm. However, the necessary industry data on turnover and absenteeism simply did not exist at either the national or

provincial level. Statistics Canada stopped publishing national turnover rates in 1966.

The Department of Development and the Department of Labour jointly decided that conducting a survey of labour turnover and absenteeism in Nova Scotia's manufacturing establishments. would generate the required data. Atlantic Business Consultants Limited was contracted for this purpose and it began to carry out the survey in June of 1975. This study summarizes the results of that survey and comments upon some of the more interesting aspects of these results.

II. THE METHODOLOGY OF THE SURVEY

(a) Coverage

Although ideally all manufacturing establishments in Nova Scotia should have been included in the survey, as a practical matter, coverage had to be limited to the 300 largest firms in the province. Small firms were excluded from the survey, because it was believed that many of them, especially family firms, do not keep records of this nature and hence would not be able to provide the necessary data.

The 1975 Nova Scotia Directory of Manufacturers records that 311 firms maintained 15 or more employees in 1974. For the sake of convenience, it was decided to contact all of these firms. A one-page questionnaire, a copy of which is contained in the Appendix, was mailed to each firm.

(b) The Survey Period

Firms were asked to provide monthly data on separations, hirings, absenteeism and employment for each month of 1974. The year 1974 was selected because at the time of the survey, it was the most recent year for which data on every month were available.

Although 1974 was the year for which data were collected and analyzed, it may not be a completely typical year because of the influence of the business cycle.

Indeed, a note of caution is warranted: the economic climate prevailing in 1974 may have exercised some effect upon the rates of turnover during the year. Because employment conditions in 1974 were generally favourable, workers were able to choose among jobs and thus were more likely to move from one place of employment to another. As a result, turnover rates were probably higher than they would have been otherwise. In times when employment opportunities are rather scarce, employees have less chance to change jobs; under these conditions, turnover rates will be relatively low.

(c) The Survey Response in General

In order to test the format of the questionnaire as well as the rate of response, a pilot study was made of several firms in the Halifax area. The test results were encouraging, and consequently, in mid-June of 1975, questionnaires were mailed to all 311 firms. In those instances where

firms failed to respond to the initial request for information, they were contacted subsequently by telephone and usually received second (and third) mailings of the survey form.

As a result of this vigorous follow-up the survey form was returned by 160 firms, giving a rate of response of 51.4 per cent. Those firms that did not reply were asked to provide a reason for their non-response. The majority simply objected to fulfilling this request (from government) for information about their operations. Others indicated that the desired information was not available or that assembling it would be too time consuming.

III. LABOUR TURNOVER IN NOVA SCOTIA'S MANUFACTURING INDUSTRIES

Of the 160 responses received, only 87 were deemed to be usable for the turnover analysis. The high rate of rejection (46 per cent) is due to several factors. Many forms were returned uncompleted or partially completed, or provided data for 1975 rather than for 1974. Moreover, rigorous checks revealed that a number of forms contained errors while the figures on others did not balance; all of these forms were rejected. Unfortunately, this meant that many of the province's largest employers had to be omitted from the tabulation of the survey results.

(a) The Survey Response, by Industrial Division

Table 3-1 shows the survey coverage and response in the case where all firms are grouped into 18 industrial divisions. Firms were classified according to the Standard Industrial Classification (SIC) of 1970. A list of the three digit SIC Codes appears in the Appendix. Firms were assigned SIC Codes on the basis of their principal activity as stated in the 1975 Nova Scotia Directory of Manufacturers.

TABLE 3-1

Survey Coverage and Response, by Industrial Division

Industrial Division	No. of Firms Surveyed (1)	No. of Responses (2)	Responses as a % of Firms Surveyed (2) ÷ (1) (3)	No. of Usable Responses (4)	Usable Responses as a % of Firms Surveyed (4) ÷ (1) (5)
			%		%
Food & Beverage	94	56	59.6	27	28.7
Rubber and plastic products	13	1	7.7	1	7.7
Textiles	8	5	62.5	4	50.0
Knitting Mills	3	2	66.7	2	66.7
Clothing	4	4	100.0	4	100.0
Wood	56	18	32.1	9	16.1
Furniture & fixture	7	4	57.1	1	14.3
Paper & allied	8	8	100.0	7	87.5
Printing, publishing & allied	22	9	40.9	3	13.6
Primary metals	4	2	50.0	1	25.5
Metal Fabricating	36	12	33.3	6	16.7
Machinery	3	3	100.0	2	66.7
Transportation equipment	17	14	82.4	7	41.2
Electrical products	8	6	75.0	5	62.5
Non-metallic mineral products	14	6	42.9	3	21.4
Petroleum & coal products	3	3	100.0	1	33.3
Chemical and chemical products	7	6	85.7	3	42.9
Miscellaneous manufacturing	4	1	25.0	1	25.0
TOTAL	311	160	51.4	87	28.0

Table 3-1 indicates that in several industries the rate of response to this survey was low. For example, in the rubber and plastics industry, the questionnaire was returned by only one of the 13 firms to which it was sent. Also important is the number of forms that were determined to be usable. As can be seen from Table 3-1, usable responses are available for only a small percentage of the firms in the following industrial divisions:

- the wood industry;
- the furniture and fixture industry;
- the printing, publishing and allied industries;
- the metal fabricating industry; and
- the non-metallic mineral products industry.

A low response rate implies that a given industry is represented by only a small proportion of the firms within that industry. If the level of response from an industry is limited to a few firms, then

the probability is high that those firms are not typical of the industry, and hence less reliability can be attached to the turnover and absenteeism rates derived for the industry. Of course, the question of reliability is more serious when one firm represents an industry comprised of thirteen firms (e.g. the rubber and plastics industry) than when one firm represents an industry consisting of three firms (e.g. the petroleum industry).

(b) The Survey Response, by County

At least one of the 311 firms included in the survey is found in every county except Victoria County. However, no usable responses were obtained from the firms reporting in Richmond County. Table 3-2 provides statistics on survey coverage and response for the other counties. The number of usable responses as a percentage of firms surveyed was highest in Colchester County; on the other hand, it was less than 20 per cent in three counties: Digby, Inverness and Lunenburg.

With fewer firms representing the industrial structure of a particular county, the turnover and absenteeism rates for that county

TABLE 3-2

Survey Coverage and Response, By County

County	No. of Firms Surveyed (1)	No. of Responses (2)	Responses as a % of Firms Surveyed (2) ÷ (1) (3)	No. of Usable Responses (4)	Usable Responses as a % Of Firms Surveyed (4) ÷ (1) (5)
			%		%
Annapolis	7	2	28.6	2	28.6
Antigonish	2	1	50.0	1	50.0
Cape Breton	27	12	44.4	7	25.9
Colchester	24	15	62.5	13	54.2
Cumberland	21	10	47.6	6	28.6
Digby	16	6	37.5	2	12.5
Guysborough	2	2	100.0	1	50.0
Halifax	94	47	50.0	22	23.4
Hants	11	5	45.5	3	27.3
Inverness	8	5	62.5	1	12.5
Kings	16	11	68.8	7	43.8
Lunenburg	22	11	50.0	3	13.6
Pictou	25	13	52.0	5	20.0
Queens	7	3	42.9	2	28.6
Richmond	2	1	50.0	0	0.0
Shelburne	11	8	72.7	5	45.5
Yarmouth	16	8	50.0	7	43.8
TOTAL	311	160	51.4	87	28.0

are less likely to be as accurate.

In order to make the presentation and interpretation easier, the counties have been grouped geographically into four regions. The four regions, and the counties that make them up, are as follows:

Region	Counties
Western Nova Scotia	Annapolis, Kings, Digby, Shelburne, Yarmouth, Lunenburg, Queens
Central Nova Scotia	Halifax, Hants
Eastern Mainland	Cumberland, Colchester, Pictou, Antigonish, Guysborough
Cape Breton	Inverness, Victoria, Cape Breton, Richmond

(c) The Survey Response, by Size of Firm

Table 3-3 indicates, on a size of firm basis, the number of firms that responded to the survey. With the exception of firms having 50 - 99 employees, the survey forms were returned by over 50 per cent of the firms in each group. The rate of response was particularly high (over 70 per cent) for firms with 100 - 499 employees.

In each group, the number of usable responses as a percentage of firms surveyed was considerably lower, varying from 19.0 per cent for firms with 50-99 employees to 46.7 per cent for those with 250 - 499 employees. Moreover, there was little difference between the smallest firms (15 - 34 employees) and the

TABLE 3-3

Survey Coverage and Response, by Size of Firm

No. of Employees	No. of Firms Surveyed (1)	No. of Responses (2)	Responses as a % of Firms Surveyed (2) ÷ (1) (3)	No. of Useful Responses (4)	Useful Responses as a % of Firms Surveyed (4) ÷ (1) (5)
			%		%
15 - 34	141	75	53.2	34	24.1
35 - 49	38	20	52.6	17	44.7
50 - 99	63	24	38.1	12	19.0
100 -249	43	24	70.6	14	32.6
250 -499	15	11	73.3	7	46.7
500+	11	6	54.5	3	27.3
TOTAL	311	160	51.4	87	28.0

largest firms (over 500 employees) in the percentage of usable responses available (24.1 per cent compared with 27.3 per cent).

(d) The Survey Response, by Employment Level

It is important to know how representative of the total work force the firms reporting in this survey are. According to the Nova Scotia Directory of Manufacturers, the 311 firms included in the survey employed 33,625 persons in 1974. Of this number, 9,051 persons were employed by the 87 firms that provided usable responses. Consequently, data

were provided by 28.0 per cent of the firms in the survey on 26.9 per cent of the work force surveyed. Therefore these firms do represent their share of the work force.

(e) Definition of Terms

The definitions in this study relating to labour turnover correspond to those found in the Dominion Bureau of Statistics (now Statistics Canada) publication Hiring and Separation Rates in Certain Industries (72-006).

Hirings consist of gross additions to the work force during a given period of time (usually a month); separations or terminations of employment consist of those persons whose employment with an establishment has ended. Separations include quits, (or voluntary separations), discharges and indefinite layoffs.

Hiring and separation rates are defined as the number of hirings and separations, respectively, expressed as a percentage of the total number of persons employed at the beginning of the period.

The rate of labour turnover is defined as the hiring rate or the separation rate, whichever is

lower. Turnover measures the rate at which firms replace workers who have departed in order to maintain the present level of employment.

If the hiring rate exceeds the separation rate, then the firm is taking on more people than it needs for replacement purposes and, in fact, it is expanding employment. This is to be expected because an increase in employment can only be brought about by an excess of the hiring rate over the separation rate. Since the hiring rate includes more than just replacement workers, then the separation rate is the correct measure of turnover.

For similar reasons, when the separation rate exceeds the hiring rate, the turnover rate is equivalent to the hiring rate.

In order to clarify these definitions, the following examples show the calculations of monthly turnover rates.

Example 1:

Suppose that a firm has 395 employees at the beginning of the month. During that month, 27 persons terminate their employment with the firm, but the firm hires 38 new workers. The hiring rate,

the separation rate and the turnover rate are calculated as follows:

$$\text{Hiring rate} = \frac{\text{No. hired in month}}{\text{No. employed at beginning of month}} \times 100$$

$$\text{i.e.} \frac{38}{395} \times 100 = 9.6\%$$

$$\text{Separation rate} = \frac{\text{No. of separations in month}}{\text{No. employed at beginning of month}} \times 100$$

$$\text{i.e.} \frac{27}{395} \times 100 = 6.8\%$$

Since the separation rate is less than the hiring rate, then the turnover rate in this case is 6.8 per cent; that is, 6.8 per cent of the work force was replaced during the month.

Example 2:

At the beginning of the next month, the firm has 406 employees. Sales of the firm's product decline during the month, resulting in 43 workers being laid off, but with voluntary separations and so forth, total separations amount to 56 persons. In order to fill the vacancies created during the month, 13 new employees are hired.

The following calculations are made:

$$\text{Hiring rate} = \frac{\text{No. hired in month}}{\text{No. employed at beginning of month}} \times 100$$

$$\text{i.e.} \frac{13}{406} \times 100 = 3.2\%$$

$$\text{Separation rate} = \frac{\text{No. of separations in month}}{\text{No. employed at beginning of month}} \times 100$$

$$\text{i.e.} \frac{56}{406} \times 100 = 13.8\%$$

In this case, since the hiring rate is less than the separation rate, the turnover rate is equivalent to 3.2 per cent; i.e., 3.2 per cent of the work force was replaced during the month.

Tables summarizing the turnover data from the survey forms are found in Appendix A. Monthly hiring, separation and turnover rates are recorded by:

- Industrial division (Tables A-1 to A-3)
- County (Tables A-4 to A-6)
- Size of firm (Tables A-7 to A-9)

Under each of these three headings, the highlights of the turnover survey are discussed below.

(f) Turnover Rates, by Industrial Division

Table 3-4 indicates the average monthly turnover rate for each industry during 1974. For all industries the average turnover rate was 3.4 per cent per month, although there was considerable variation among industries. The petroleum industry had the lowest turnover rate (0.6 per cent) while the primary metal industry had the highest (8.1 per cent).

Other industries with low turnover rates included knitting mills, the furniture and fixture industry and the transportation equipment industry.

TABLE 3-4

Average Monthly Hiring, Separation and Turnover Rates by Industrial Division, 1974

Industrial Division	Hiring Rate (1)	Separation Rate (2)	Turnover Rate (3)
		(per cent)	
Food & Beverage	5.5	5.2	5.2
Rubber & plastic products	3.2	2.5	2.5
Textiles	7.0	7.4	7.0
Knitting mills	1.6	3.3	1.6
Clothing	3.6	2.6	2.6
Wood	4.3	4.3	4.3
Furniture and Fixture	2.0	3.9	2.0
Paper and Allied	2.5	2.5	2.5
Printing, Publishing and Allied	3.5	2.4	2.4
Primary Metals	10.2	8.1	8.1
Metal Fabricating	3.8	3.7	3.7
Machinery	5.7	6.8	5.7
Transportation Equipment	4.5	1.5	1.5
Electrical products	8.3	4.8	4.8
Non-metallic Mineral products	2.4	2.3	2.3
Petroleum and Coal products	1.1	0.6	0.6
Chemical and Chemical products	5.2	4.0	4.0
Miscellaneous manufacturing	1.9	1.2	1.2
AVERAGE	4.2	3.7	3.4

NOTE: The hiring and separation rates are averages of the monthly rates in Table A-1 and A-2 of the Appendix. The turnover rate is the lesser of column (1) and column (2) above.

Those industries with turnover rates well above average were the electrical products industry, the food and beverage industry, the machinery industry, the textile industry and the wood industry.

Of course, caution must be exercised in accepting these turnover rates as reliable, because the sample size differs greatly from industry to industry.

The findings are supported by the aggregate hiring, separation and turnover rates for 1974, shown in Table 3-5. The aggregate turnover rates are higher than the monthly turnover rates since they take account of all hirings and separations during the year.

Table 3-5 indicates that employment in manufacturing grew in 1974, because the average aggregate hiring rate (50.8 per cent) exceeded the aggregate separation rate (44.8 per cent). Moreover, the hiring rate was higher than the separation rate in 13 of the 18 industrial divisions considered. This evidence suggests that since jobs were relatively plentiful during the year, workers may have shifted easily from one firm to another, thereby raising the turnover rate.

In 1974, industries related through the production process did not experience similar rates of turnover. For example, turnover rates were very

TABLE 3-5

Aggregate Hiring, Separation and Turnover Rates,

By Industrial Division, 1974

Industrial Division	Hiring Rate (1)	Separation Rate (2)	Turnover Rate (3)
		(Per cent)	
Food & Beverage	66.2	62.5	62.5
Rubber & Plastic products	38.4	29.7	29.7
Textiles	84.0	88.9	84.0
Knitting Mills	19.4	39.4	19.4
Clothing	42.7	30.9	30.9
Wood	51.4	51.0	51.0
Furniture & Fixture	23.8	47.3	23.8
Paper and Allied	30.1	30.3	30.1
Printing, Publishing & Allied	42.0	29.2	29.2
Primary Metals	121.9	97.5	97.5
Metal Fabricating	45.8	44.8	44.8
Machinery	68.2	81.0	68.2
Transportation Equipment	53.8	17.8	17.8
Electrical Products	99.2	57.9	57.9
Non-metallic Mineral products	29.3	28.0	28.0
Petroleum and Coal products	13.2	6.9	6.9
Chemical and Chemical products	62.4	48.3	48.3
Miscellaneous manufacturing	22.5	14.8	14.8
AVERAGE	50.8	44.8	41.4

NOTE: The aggregate hiring and separation rates are the sum of the twelve monthly rates in Tables A-1 and A-2 of the Appendix.

high in the textile industry but they were relatively low in the knitting mills and the clothing industry. In the wood products industry, there was a considerable amount of turnover among employees, although turnover rates were well below average in the paper industry, the furniture and fixture industry, and the printing and publishing industry.

It is useful to know why turnover rates vary so greatly among manufacturing industries in Nova Scotia. Several factors that frequently exert an influence upon levels of turnover include:

- seasonal patterns
- level of skill
- age-sex composition
- wage levels

Each factor will be considered in turn.

1. Seasonal Patterns:

The seasonal nature of many industries has an effect upon turnover. These industries are marked by seasonal variations in their employment levels. Among the sources of seasonal unemployment are fluctuations in climate and industry regulations (e.g. in the fishing industry). Therefore firms within a seasonal industry tend to lay off workers simultaneously. For those workers who are not laid off,

there is little possibility for moving from one firm to another within that industry. Similarly, when activity picks up within the industry, firms will be hiring workers who will now have a much greater range of job opportunities from which to choose.

Turnover itself exhibits a seasonal pattern in most industries. In order to trace the seasonal patterns, quarterly data were computed for every industry and presented in Table 3-6. Figure 3-1 shows several of the seasonal patterns diagrammatically.

The pattern for all industries indicates that turnover increases from the first quarter to the third quarter, at which point it reaches a peak and then in the fourth quarter drops to a low for the year. One reason for the high rate of turnover during the summer months is that some individuals prefer not to work at this time of the year, consequently they quit their jobs, remain unemployed for an extended period of time and then return to their previous jobs at the end of the summer. Another reason is that jobs may be more plentiful during this season; conversely, with slowdowns in some industries during the fourth quarter, jobs may be relatively scarce.

Figure 3-1 shows the seasonal patterns of turnover for the five industries that in 1974 accounted for 75 per cent of manufacturing shipments in Nova Scotia.

TABLE 3-6

Quarterly Turnover Rates, by Industrial Division, 1974

Industrial Division	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
		(per cent)		
Food and Beverage	14.1	18.3	15.6	13.5
Rubber and plastic products	-	-	8.6	3.4
Textiles	16.4	23.4	25.1	12.9
Knitting Mills	5.2	2.8	-	5.9
Clothing	9.5	8.2	5.0	1.0
Wood	10.0	9.6	10.2	8.4
Furniture and Fixture	11.7	2.0	6.5	-
Paper and Allied	5.5	7.1	10.9	3.8
Printing, Publishing and Allied	1.4	7.5	12.8	7.5
Primary Metals	26.8	20.2	19.2	31.3
Metal Fabricating	12.9	6.7	11.6	8.2
Machinery	15.4	27.9	16.0	5.7
Electrical products	17.5	16.0	12.6	8.0
Non-metallic Mineral products	1.9	4.6	7.6	1.7
Petroleum and Coal products	0.8	1.5	2.3	2.3
Chemical and Chemical products	3.6	8.9	17.7	7.9
Transportation equipment	4.5	7.3	3.1	2.9
Miscellaneous manufacturing	-	-	2.5	12.3
AVERAGE	8.7	9.6	10.4	7.6

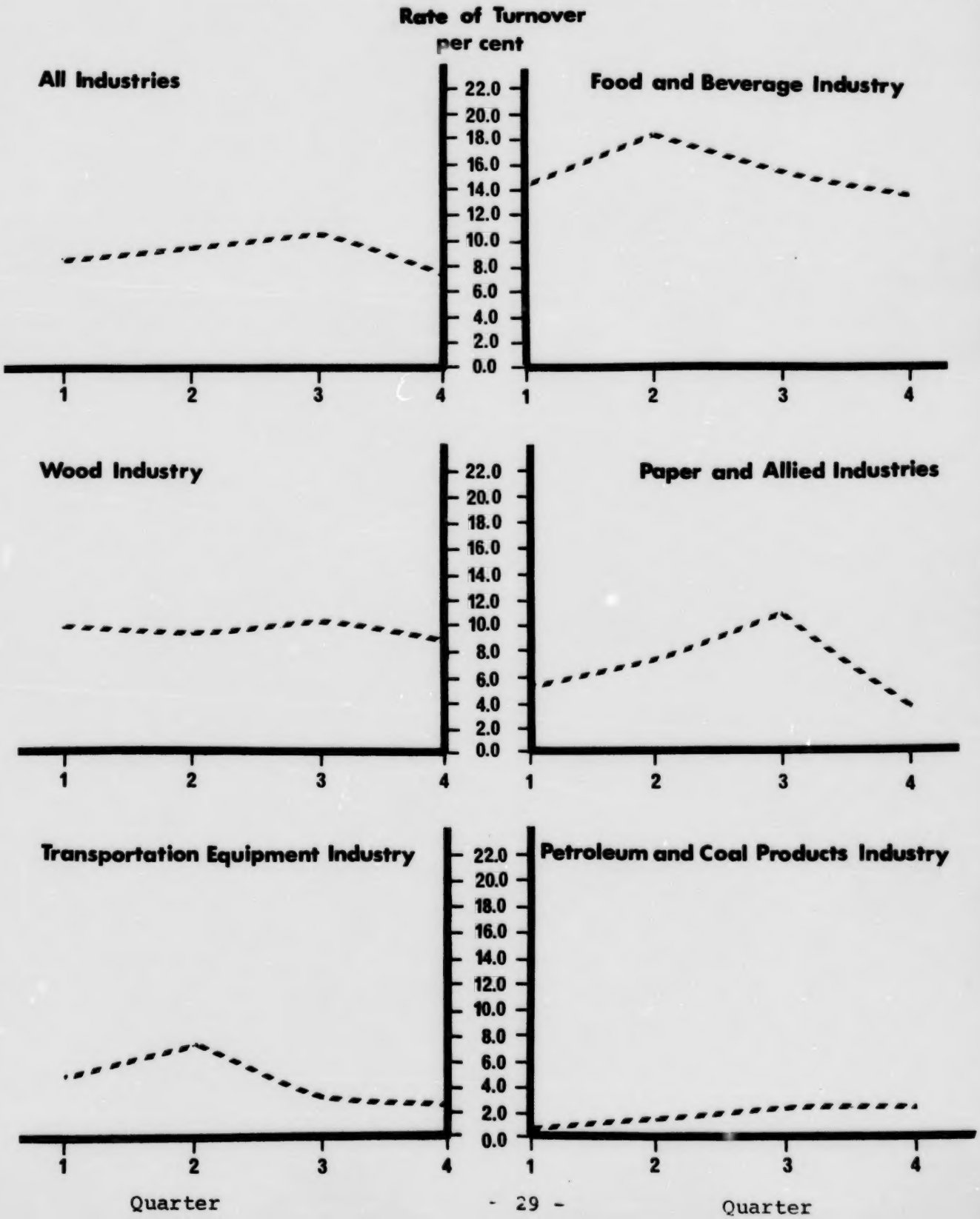
The food and beverage industry includes a number of seasonal activities such as frozen food processing and fish processing. This seasonality shows up for the industry as a whole in that turnover is highest in the second quarter when climatic conditions improve and economic activity in the industry increases. As expected, turnover drops in the fourth quarter.

Although the wood industry is subject to seasonal factors, turnover rates did not differ significantly from quarter to quarter in 1974, except for a slight decrease in the last quarter. It should be mentioned that in both the wood industry and the food and beverage industry, data were available for a fairly small percentage of the total number of firms in the industry. However, it appears that these firms were generally typical of all firms in the two industries.

The turnover rates for the paper industry and the transportation equipment industry are very reliable, since the figures are based on data from many of the firms in the industry. The seasonal pattern for the paper industry is similar to that for all the manufacturing industries. The seasonal pattern of turnover rates in the transportation equipment industry resembles that of the food and beverage

Figure 3-1

Seasonal Patterns of Labour Turnover, by Quarter
For
Selected Industries, 1974



industry.

One firm represents the petroleum industry but it is likely to be typical of the other two firms in the industry. The rate of turnover increased through the first three quarters in 1974 and stayed constant in the fourth quarter at 2.3 per cent.

2. Level of Skill:

Firms were asked in the survey to report on the difficulty that they had in recruiting persons for various positions of employment. For the most part, positions for unskilled workers were filled easily (often in less than one week). However, there were several exceptions: jobs involving work on assembly lines (e.g., in the electrical products industry) and jobs requiring heavy manual labour (e.g., in the wood products industry) were often vacant.

Firms experienced greater difficulty in finding other workers. For example, three or more weeks were usually required in order to fill positions for tradesmen, professionals e.g. engineers, and skilled clerical workers.

3. Age-Sex Composition:

There appears to be little connection between the rate of labour turnover and various age-sex groups. Analysis of industries employing mainly women (e.g. fish processing, food processing and electrical products industries), mainly men (e.g. the metal fabricating and transportation equipment industries) and approximately equal proportions of men and women (e.g. the textile and clothing industries) did not show any relationship between the distribution by sex and rates of turnover. This conclusion applies to all industries, whether they are subject to seasonality factors or not.

The same result holds for the effect of age upon turnover. The turnover rates for industries with a predominantly young work force, such as the rubber and plastic products industry, were not significantly different from the rates for industries employing an older work force.

4. Wage Levels:

Although wage rates by industrial division are not available for Nova Scotia in 1974, approximations were made using data from the 1972 and 1973 Annual Census of Manufacturers: Summary Statistics (31-203P).[1] This information was used to determine

[1] These wage rates are average annual wages for all employees. The figures are for all firms reporting in the Annual Census of Manufacturers and not just those firms participating in the labour turnover study.

if there is a correlation between wage rates and labour turnover rates.

The relationship is most obvious in the case of the petroleum industry, which pays the highest annual wages of any industry but also has the lowest turnover rate.

Other industries paying relatively high wages include the chemical and chemical products industry, the paper industry, the non-metallic mineral products industry and the transportation equipment industry. As Table 3-4 and 3-5 indicate, the rate of turnover is below average in all of these industries, with the exception of the chemical and chemical products industry. In that industry, other factors may be more important.

In the electrical products industry, the textile industry, the food and beverage industry and wood industry, annual wages are relatively low but turnover rates are high, as expected. However, in the furniture and fixture industry, the knitting mills and the clothing industry, wages also compare unfavourably with those in other industries, but turnover rates are well below the average for all industries. Obviously, wage levels are not the only explanation of turnover, and the importance of wages as a factor is not the same in every industry.

Unfortunately, the strength of the relationship between wages and turnover could not be tested in two industries with high turnover rates, namely the machinery and primary metal industries, because wage data were not available.

Overall, there appears to be an inverse correlation between wage rates and labour turnover. While most high wage industries had low turnover rates in 1974, so did several low wage industries, too, indicating that other factors were also at work.

(g) Turnover Rates, by County

As is evident from Table 3-7, turnover rates vary substantially throughout the province, ranging from a low of 0.2 per cent per month in Queens County to a high of 9.3 per cent in Hants County. While caution must be used in interpreting county turnover rates, since the sample size is different in each case, it is nevertheless possible to identify key regional elements in the turnover situation in Nova Scotia.

Factors which can greatly affect the local turnover levels include:

- the demand for and supply of labour within sub-provincial regions
- the industrial structure in the area
- traditional work habits.

1. Regional Supply and Demand for Labour

Turnover problems within a region intensify when the demand for labour is pressing hard upon the supply of labour. Under these conditions workers often have a choice of jobs available to them and are much more prone to leave one place of employment for another. People will even move to a very similar job merely for the sake of change.

When job openings are relatively scarce employees find that they are effectively locked in to their current positions, having little opportunity to change jobs.

2. Industrial Structure

Many regional labour markets are dominated by a handful of large firms. If these companies are not expanding their work force, the local area is faced with a scarcity of job openings and turnover is relatively low. A major expansion by such firms, however, can place a strain on the available supply of manpower, and make it difficult for smaller establishments to keep existing staff.

The type of industries located in a particular place may also be a major contributing factor to turnover problems. Firms which typically offer low wages and an unattractive work environment can expect to have much higher turnover than companies

TABLE 3-7

Average Monthly Hiring, Separation and Turnover Rates, by County, 1974

County	Hiring Rate	Separation Rate	Turnover Rate
	(per cent)		
Annapolis	1.2	2.3	1.2
Antigonish-Guysborough*	2.4	2.7	2.4
Cape Breton	5.1	3.4	3.4
Colchester	7.3	7.0	7.0
Cumberland	8.0	5.3	5.3
Digby	1.2	0.6	0.6
Halifax	6.2	5.8	5.8
Hants	9.3	9.3	9.3
Inverness	1.1	0.7	0.7
Kings	2.7	2.2	2.2
Lunenburg	3.5	4.0	3.5
Pictou	3.0	0.8	0.8
Queens	0.2	0.5	0.2
Shelburne	5.0	4.1	4.1
Yarmouth	4.0	5.0	4.0

*Antigonish and Guysborough Counties have been grouped together in order to keep the information provided by individual firms confidential.

which are pace-setters with regard to remuneration and working conditions. An area which is dependent upon the former kind of operations has a high potential for turnover problems in relation to centres which have attracted the latter corporate citizens.

Another aspect of industrial structure which has a bearing on turnover is the seasonal nature of some operations. Turnover is often more pronounced in areas dependent upon industries engaged in seasonal activities such as fish processing.

3. Work Habits

Certain lines of gainful employment are traditional in various areas of the province. In communities which have historically been based on fishing or farming, for example, the adjustment to a factory environment is a difficult one. Shift and week-end work in particular require drastic changes in day-to-day habits, and often discourage people from continuing employment.

4. Regional Analysis

The turnover rates, by county, may be summarized as follows:

- Western Nova Scotia: Queens and Digby Counties exhibit the lowest turnover rates in the survey. Annapolis and Kings also have relatively

low turnover, but Yarmouth, Shelburne and Lunenburg show average monthly rates of turnover in the vicinity of 4 per cent.

The industrial base in Western Nova Scotia is small with the opportunity for switching jobs being limited. A few large firms dominate manufacturing activity, with alternative employment concentrated in the primary sectors.

The fundamental source of turnover in the Western Nova Scotia counties of Shelburne, Yarmouth, and Lunenburg appears to be the low wage nature of the major industries in that area. Textile firms and fish plants compare very unfavourably in terms of wages with many other industries.

- Central Nova Scotia: Halifax County registered the third highest turnover rate among the counties in 1974, while Hants recorded the top figure of 9.3 per cent.

Labour market conditions in Halifax in 1974 approximated those of full employment, with the rate of unemployment being one of the lowest of all metropolitan centres in Canada. Competition for the available supply of labour was therefore very keen with the result that many people were readily able to leave one job for a better one.

The diversified nature of manufacturing activity in Hants County makes it rather difficult to put the turnover rate for this county in proper perspective. Also, only three firms provided useful responses in the survey, and it is not possible to determine if their experience is typical of other firms in the county.

- Eastern Mainland: A strong expansion in employment generally characterized the eastern part of mainland Nova Scotia in 1974. A marked difference in county turnover rates within this area is evident, however. Pictou County had an average monthly turnover rate of 0.8 per cent whereas the rates for Cumberland and Colchester Counties were 5.3 per cent and 7.0 per cent, respectively.

A wide divergence in general wage levels makes the Pictou and Colchester/Cumberland labour markets quite distinct. Many of the firms which have established in Truro and Amherst offer wages which are at the lower end of levels prevailing in the province, whereas the major employers in New Glasgow are noted for above-average salary scales. This factor accounts in large measure for the difference in the turnover situation. In addition, however, workers in Colchester and Cumberland Counties have only recently had the

experience of leaving traditional kinds of activities such as farming and coal mining for assembly-line jobs in various factories. Pictou County, on the other hand, was able to diversify its industrial base well before these areas.

- Cape Breton: Cape Breton County ranks 8th in the 16 county list, with a turnover rate of 3.4 per cent. A constraining influence on turnover here is the general scarcity of job vacancies. A small number of large industries form the basis of employment and their capacity to absorb additional workers has been very limited in recent years. Wage levels are also relatively high, thereby reinforcing the tendency of employees to stay with the same job for a long period of time.

Turnover appears to be a firm-specific phenomenon in Cape Breton County. While many firms reported that their work force was very stable, some companies experienced high levels of turnover during the year.

(h) Turnover Rates, by Size of Firm

Table 3-8 presents the average monthly hiring, separation and turnover rates in 1974, by size of firm. The smallest firms have the highest turnover rate (4.9 per cent) while the largest firms have the lowest turnover rate (3.4 per cent). How-

ever, the difference is only 1.5 per cent.

For firms that are intermediate in size, the rate of turnover increases as the size of the firm increases.

TABLE 3-8

Average Monthly Hiring, Separation and Turnover Rates by Size of Firm, 1974

Size of Firm, by No. of Employees	Hiring Rate	Separation Rate	Turnover Rate
		(Per cent)	
15 - 34	5.3	4.9	4.9
35 - 49	3.7	3.6	3.6
50 - 99	4.9	4.1	4.1
100 - 249	4.7	4.2	4.2
250 - 499	5.5	4.5	4.5
500+	3.6	3.4	3.4

The explanation of these findings involves many different factors. Many small firms pay wages that are only slightly above the legal minimum. Relatively low wages are not an incentive for workers to stay with a firm. Since many large firms pay high wages, they experience more stable employment levels.

Much depends on the location of the firm as well. In regions offering few job opportunities to workers, large firms have little problem with labour turnover. However, where the competition for the local labour supply is keen, people change jobs quite readily and even the larger firms experience turnover difficulties.

IV. ABSENTEEISM IN NOVA SCOTIA'S MANUFACTURING INDUSTRIES

While the first section of this report explains quite fully the methodology and the response rates to the survey both overall and for labour turn-

TABLE 4-1

Survey Coverage and Response, by Industrial Division

Industrial Division	No. of Firms Surveyed (1)	No. of Usable Responses (2)	Usable Responses as a % of Firms Surveyed (2) ÷ (1) (3)
			%
Food & Beverage	94	32	34.0
Rubber & Plastic Products	13	0	-
Textiles	8	4	50.0
Knitting Mills	3	1	33.3
Clothing	4	4	100.0
Wood	56	11	19.6
Furniture & Fixture	7	2	28.6
Paper & Allied	8	8	100.0
Printing, Publishing, & Allied	22	2	9.1
Primary Metals	4	2	50.0
Metal Fabricating	36	7	19.4
Machinery	3	3	100.0
Transportation Equip.	17	11	64.7
Electrical Products	8	4	50.0
Non-metallic mineral Products	14	3	21.4
Petroleum & Coal products	3	2	66.7
Chemical & Chemical Products	7	3	42.9
Miscellaneous Manufacturing	4	1	25.0
TOTAL	311	100	32.2

over, only a brief statistical summary in the form of Tables 4-1 to 4-3 will be given at this point for absenteeism. Overall, it might be said that absenteeism fared somewhat better than turnover in the survey with 100 of the returns being classed as usable.

TABLE 4-2

Survey Coverage and Response, by County

County	No. of Firms Surveyed (1)	No. of Usable Responses (2)	Usable Responses as a % of Firms Surveyed (2) ÷ (1) (3)
			%
Annapolis	7	2	28.6
Antigonish	2	1	50.0
Cape Breton	27	8	29.6
Colchester	24	13	54.2
Cumberland	21	3	14.3
Digby	16	3	18.8
Guysborough	2	2	100.0
Halifax	94	24	25.5
Hants	11	5	45.5
Inverness	8	1	12.5
Kings	16	8	50.0
Lunenburg	22	7	31.8
Pictou	25	8	32.0
Queens	7	3	42.9
Richmond	2	0	-
Shelburne	11	6	54.5
Yarmouth	16	6	37.5
TOTAL	311	100	32.2

TABLE 4-3

Survey Coverage and Response, by Size of Firm

Number of Employees	No. of Firms Surveyed (1)	No. of Usable Responses (2)	Usable Responses as a % of Firms Surveyed (2) ÷ (1) (3)
			%
15 - 34	141	38	27.0
35 - 49	38	16	42.1
50 - 99	63	17	27.0
100 - 249	43	14	32.6
250 - 499	15	9	60.0
500+	11	6	54.5
TOTAL	311	100	32.2

(a) Definition of Absenteeism

This survey has defined the rate of absenteeism as the percentage of man-days lost out of the total possible number of man-days available for work in any given month. A sample calculation to determine the absenteeism rate is given below.

$$\text{Absenteeism Rate} = \frac{\text{No. of man-days lost due to absence}}{\text{No. of man-days lost due to absence in month + no. of man-days worked in month}}$$

$$\text{i.e. } \frac{125}{125 + 3600} \times 100 = 3.36\%$$

(b) Factors Causing Absenteeism

In this project an attempt has been made to provide "benchmark data" for both absenteeism and turnover, so that an individual firm can assess the

performance of its employees with other firms in the same field. While all factors must be considered in any analysis of absenteeism, this survey has not given us an opportunity to lay down any definite causes, or reasons for, higher than normal rates of absenteeism or turnover. We can only speculate on why there is a problem for a company and to what extent it is being felt overall, if indeed there is a problem.

Absence from work can be classified into three basic components. They include:

(1) Absence due to illegal strikes, the weather, etc.

(2) Illness or injury

(3) Miscellaneous personal reasons such as bereavement leave, jury duty, personal business, and "didn't feel like working."

While absenteeism presents a constant problem to employers in the form of added costs (fringe benefits for absent workers, reduced output, overtime pay for workers held for an extra shift), all sides of the problem must be considered. Higher than average rates of absenteeism may be a problem with management as well as a personal difficulty. Causes of such absenteeism may include:

(1) dissatisfaction with a job

(2) compulsory overtime

(3) rigid work schedules

(4) unavailability of a small amount of personal leave for emergencies

(5) inadequate provision for vacation time, i.e. length, timing

(6) lack of motivating skills on the part of management.

While the causes of absenteeism can be identified at the firm level, the overall level of absenteeism may be determined by a number of different factors, some of which a firm has little or no control over.

Several theories have been put forth which relate the level of absenteeism to a rate of unemployment. The first states that during periods of high unemployment, absenteeism will decrease because workers fear the loss of their job. The second feels that during periods of relatively high (or rising) unemployment, absenteeism tends to increase because workers will hold onto jobs that normally they would quit but compensate for this by unscheduled absenteeism.

As well, other factors have been suggested for high absenteeism. With increasing levels of unionization and more adequate fringe benefits, workers are now covered by such things as paid sick leave. Workers are more likely to take off sick when they know that no loss of wages will occur because of their absence.

While the above factors are not a complete listing of those that must be considered, it does provide a starting point from which an analysis of the figures that will be presented can be undertaken. Other factors which also might be considered include: (1) the accident rate (accidents in manufacturing as reported by the Workmen's Compensation Board were up 9.1 per cent in 1974 over 1973's figure), (2) changing age composition of the labour force (a decrease in the average age has been occurring), (3) changing industrial and occupational structures, (4) marital status of workers, (5) increasing numbers of women in the labour force.

(c) Absenteeism Data

Tables summarizing the absenteeism data are found in the Appendix and are recorded by:

- Industrial division (Table A-10)

- Regions (Table A-11)

- Size of Firm (Table A-12)

(d) Absenteeism Rates, by Industrial Division

Before considering the level of absenteeism by industrial division, one must ask the question: What is an appropriate level of absenteeism? According to one author, "There is probably some irreducible minimum of absenteeism in most organizations and 3.0 per cent is projected by some as this figure."[1]

If this is the case, it would appear that the absenteeism level overall (3.34 per cent was the recorded level of absenteeism in 1974) in the Nova Scotia manufacturing industries was not that severe. However, we see in Table 4-4 that for the various industries a high of 5.95 per cent was reached in transportation equipment while 0.91 per cent was experienced in the printing and publishing industries.

While the highest rate of absenteeism was recorded in transportation equipment, the level in the textile industry was not far behind with 5.90 per cent and the furniture industry had a rate of

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[1]Edwin B. Flippo, "Principles of Personnel Management", Pg. 117.

TABLE 4-4

Average Monthly Absenteeism Rates,
by Industrial Division, 1974

Industrial Division	Absenteeism Rate (per cent)
Food and Beverage	2.33
Textiles	5.90
Clothing	3.37
Wood	3.29
Furniture and Fixture	5.71
Paper and Allied	3.81
Printing, Publishing and Allied	0.91
Primary Metals	3.87
Metal Fabricating	2.93
Machinery	1.86
Transportation Equipment	5.95
Electrical Products	3.65
Non-Metallic Mineral Products	1.86
Petroleum and Coal Products	3.29
Chemical and Chemical Products	1.38
AVERAGE	3.34

NOTE: In some instances the number of usable returns is low, so caution must be exercised in interpreting the rates as being representative of the industry as a whole.

5.71 per cent. It is notable that rates for these industrial divisions were far above the next highest grouping of rates which were in the 3 to 4 per cent range. Primary metals led this group with a rate of 3.87 per cent while paper and allied industries stood at 3.81 per cent and electrical products at 3.65 per cent. Clothing, wood products and petroleum and coal products experienced rates ranging from 3.29 to 3.37 per cent.

The metal fabrication industries experienced a relatively low rate of 2.93 per cent while food and beverage followed somewhat behind at 2.33 per cent. The lowest group of rates below 2.0 per cent included non-metallic mineral products and machinery industries. Industrial division chemical and chemical products had a low of 1.38 per cent while the lowest rates occurred in printing and publishing.

As was the case with turnover, no distinct relationship between industries related through the production process could be discerned from the figures. Using the same examples, absenteeism was very high in textiles with a recorded rate of 5.90 per cent, while clothing experienced a rate close to the industry average. The same thing can be seen when comparing the wood products industry,

paper and allied industries and furniture and fixtures with only wood products and paper and allied industries having rates in the 3.0 to 4.0 per cent range while furniture and fixtures had a rate of 5.71 per cent.

(e) Seasonal Patterns, by Industrial Division

Absenteeism during 1974 showed remarkable consistency overall with a high of 3.91 per cent in April and a low of 3.09 per cent in August.

A look at the quarterly data in Table 4-5 shows that the second quarter experienced the highest level of absenteeism with a 3.57 per cent rate while the third quarter recorded a low of 3.12 per cent.

TABLE 4-5
Quarterly Absenteeism Rates, 1974
(per cent)

1st Quarter	3.46
2nd Quarter	3.57
3rd Quarter	3.12
4th Quarter	3.21
AVERAGE	3.34

With the figures not displaying that wide a range, it is difficult to speculate on why the

rates may be high or low as they could change with any minor fluctuation. It is interesting to note, however, that the first and second quarters both display higher rates than the third and fourth quarters.

A definite seasonal pattern can be traced when quarterly data by industrial division are examined. See Table 4-6.

As was the case earlier, it was found that 11 of the 15 industrial divisions recorded their highest levels of absenteeism during the winter months (first and second quarters) while a definite lowering in the rates occurred in the third and fourth quarters. High rates of absenteeism during the winter months may be attributable to the lack of job opportunities which exists at this time of the year because of the usual slow-down in economic activity. This forces workers to hold onto jobs that under most circumstances they would leave but compensate for this with unscheduled absenteeism.

An interesting comparison can be drawn when the industrial divisions are divided into the durable and non-durable components of manufacturing,

TABLE 4-6

Quarterly Absenteeism Rates, by Industrial Division, 1974

(per cent)

Industrial Division	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Average
Food & Beverage	2.54	2.44	2.25	2.09	2.33
Textiles	6.51	6.72	5.49	4.88	5.90
Clothing	3.81	3.94	2.43	3.29	3.37
Wood	3.16	3.36	3.54	3.07	3.29
Furniture & Fixture	6.32	6.12	5.41	4.97	5.71
Paper & Allied	4.06	4.33	3.51	3.34	3.81
Printing, Publishing & Allied	1.04	0.97	0.84	0.79	0.91
Primary Metals	3.70	4.16	3.71	3.89	3.87
Metal Fabricating	2.69	3.13	2.68	3.24	2.93
Machinery	1.77	2.13	1.86	1.69	1.86
Transportation Equipment	6.55	5.44	6.20	5.60	5.95
Electrical Products	3.22	3.59	3.77	4.02	3.65
Non-metallic mineral Products	1.80	1.97	1.16	2.51	1.86
Petroleum & Coal Products	3.71	3.38	2.85	3.22	3.29
Chemical & Chemical Products	1.02	1.92	1.02	1.55	1.38

as in Table 4-7.*

TABLE 4-7

Quarterly Absenteeism Rates, Durable, Non-Durable Manufacturing, 1974

	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Average
			(per cent)		
Durable Goods	3.65	3.74	3.54	3.62	3.64
Non-Durable Goods	3.24	3.39	2.63	2.74	3.00

The figures indicate a somewhat higher level of absenteeism for durable goods manufacturing but the seasonal pattern is not as pronounced with a range of only 3.54 per cent to 3.74 per cent. Non-durable manufacturing, however, while recording a low overall level of absenteeism does in fact display a much wider range in its rate (2.63 per cent to 3.39 per cent). Some of the differences can be

*Durable manufacturing includes: Wood, Furniture and Fixtures, Primary Metals, Metal Fabricating Machinery, Transportation Equipment, Electrical Products and Non-Metallic Mineral Products.

*Non-Durable manufacturing includes: Food and Beverage, Textiles, Clothing, Paper and Allied, Printing, Publishing and Allied, Petroleum and Coal Products and Chemical and Chemical Products.

explained by the nature of the industry. For example, the food and beverage industry which is characterized by a short season and thus a short employment period will cause an employee to stay on the job as much as possible to earn enough money. Meanwhile a durable manufacturer such as transportation equipment which provides year-round employment at higher wage rates means a higher and steadier income, more adequate fringe benefits, thus allowing for the opportunity of absenteeism.

(f) Absenteeism Rates, by Region

Regional absenteeism rates also show wide variations with a high of 5.84 per cent for Central Nova Scotia and a low of 2.79 per cent in Western Nova Scotia. Both Cape Breton Island and the Eastern Mainland recorded levels of absenteeism in the 3.0 to 4.0 per cent range. See Table 4-8.

These regional differences are difficult to explain but the nature of the industry in the area, the size of firms, degree of unionization and regional supply and demand for labour are probably all factors which must be considered in any analysis of the data.

TABLE 4-8

Quarterly Absenteeism Rates, by Region, 1974

Region	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Average
			(per cent)		
Western Nova Scotia	3.38	3.29	2.35	2.14	2.79
Central Nova Scotia	6.49	5.38	6.13	5.34	5.84
Eastern Mainland	3.74	3.77	3.53	3.57	3.65
Cape Breton	3.73	4.38	3.68	3.88	3.92

It is interesting to note that the winter months are responsible for the highest level of absenteeism in all areas whereas a definite lowering in the rates takes place in the third and fourth quarters.

(g) Absenteeism Rates, by Size of Firm

Looking at the average absenteeism rates in Table 4-9 for Nova Scotia's manufacturing industries, a clear tendency for the rates to be higher as the firm gets larger is apparent.

The highest rate of 4.78 per cent exists in the 500+ employees classification. The rate for the firms with 250 to 499 employees was 3.32 per cent, below that of 3.67 per cent experienced

TABLE 4-9

Absenteeism Rates, by Size of Firm, 1974

Firm Size, by No. of Employees	Absenteeism Rate (per cent)
15 - 34	2.45
35 - 49	3.75
50 - 99	2.84
100 - 249	3.67
250 - 499	3.32
500+	4.78

by firms of 100 - 249 employees. The rate then drops to 2.84 per cent for firms with 50 to 99 people while that of 35 to 49 employees was considerably higher at 3.75 per cent. The smallest firms, with 15 to 34 employees, experienced the lowest absenteeism rates of 2.45 per cent which is probably attributable to employee loyalty established through personal contact and the probable less likelihood of such benefits as paid sick leave.

V. TURNOVER & ABSENTEEISM, A COMPARISON

Amongst industrial divisions those with the highest turnover rates are generally the ones with the highest absenteeism rates. If the industries are

TABLE 5-1

Ranking of Industrial Divisions by Level of Turnover and Absenteeism, Descending Order, Low to High

1974

Rank	Turnover	Absenteeism
1	Petroleum & Coal Products	Printing, Publishing & Allied
2	Transportation Equipment	Chemical & Chemical products
3	Furniture & Fixture	Machinery
4	Non-Metallic Mineral Products	Non-Metallic Mineral Products
5	Printing, Publishing & Allied	Food and Beverage
6	Paper and Allied	Metal Fabricating
7	Clothing	Petroleum and Coal Products
8	Metal Fabricating	Wood
9	Chemical & Chemical Products	Clothing
10	Wood	Electrical Products
11	Electrical Products	Paper and Allied
12	Food and Beverage	Primary Metals
13	Machinery	Furniture & Fixture
14	Textiles	Textiles
15	Primary Metals	Transportation Equipment

ranked from lowest to highest as in Table 5-1, it is found that five industrial divisions or 33.0 per cent lie within two placings of each other on the two scales.

For instance, the textile industry ranks fourteenth on both scales while electrical products are eleventh and tenth in turnover and absenteeism. Wood products placed tenth in turnover and eighth in absenteeism. There are also some wide discrepancies which must be looked at.

Transportation equipment which had the second lowest rate of turnover had the highest level of absenteeism of the industries examined. Close to the opposite effect was felt in the machinery industries with the third highest level of turnover but only placed third in its level of absenteeism. Non metallic mineral products placed fourth on both scales.

The influence of size on the level of absenteeism would seem to be comfirmed when examination of turnover rates and absenteeism rates based on size of firm is made.

The smallest firms have the lowest absenteeism rates and the highest turnover rates. The largest firms have the highest absenteeism rates and the lowest turnover rates. This is probably due to several factors which have been mentioned connected with the size of firm such as

TABLE 5-2

Absenteeism and Turnover Rates, by Size of Firm, 1974

Firm Size by No. of Employees	Turnover	Absenteeism
	(per cent)	
15 - 34	4.9	2.45
35 - 49	3.6	3.75
50 - 99	4.1	2.84
100 - 249	4.2	3.67
250 - 499	4.5	3.32
500+	3.4	4.78

wage levels, the seasonal influence, availability of alternate employment, degree of unionization, etc. For firms intermediate in size, no specific statements can be made but it would appear that a definite relationship between size and level of absenteeism does exist.

APPENDIX

MANPOWER TURNOVER AND ABSENTEEISM SURVEY

(PERMANENT EMPLOYEES)

C O N F I D E N T I A L

FIRM_____ SIC Code_____

Location_____

No. of Employees_____ Male_____ Female_____

No. of Non-Office Workers_____ Office_____

SECTION 1 - Industry Characteristics:

During 1974, how many permanent people did your company:

	Employ at the first of the Month	Hire During the Month	Left your Employ During the Month	Total no. of Man-Days Worked During the Month	No. of Man-Days* Lost Due to Absence during the Month
January					
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					

SECTION II - Labour Market Characteristics:

A. Approximately how long does it take to find a suitable employee when a position becomes available?

Less than 1 week_____ 1 - 2 weeks_____

2 - 3 weeks_____ Over 3 weeks_____

B. What category of employee is the most difficult to recruit?

Office_____ Tradesmen (Journeymen)_____

Other (Specify)_____

Do you employ workers of the status of:

Journeymen tradesmen. Yes_____ No_____

Apprentices registered with the Nova Scotia Dept. of Labour Yes____ No____

C. Is there any particular month of the year when recruitment of suitable employees is a problem?_____

Is there any particular month of the year when recruitment of suitable employees is no problem?_____

D. How many of your non-office workers are union members?_____

How many of your office workers are union members?_____

E. Is the above information typical of other years?_____

F. Do you wish a copy of the final report? Yes_____ No_____

* Mandays = No. of Workers multiplied by the No. of days worked.

List of Three Digit SIC Code Numbers For Manufacturing Industries

DIVISION 5 – MANUFACTURING INDUSTRIES

Major Group 1 – Food and Beverage Industries

- Meat and Poultry Products Industries
  - Slaughtering and Meat Processors
  - Poultry Processors
- Fish Products Industry
- Fruit and Vegetable Processing Industries
  - Fruit and Vegetable Canners and Preservers
  - Frozen Fruit and Vegetable Processors
- Dairy Products Industry
- Flour and Breakfast Cereal Products Industry
- Feed Industry
- Bakery Products Industries
  - Biscuit Manufacturers
  - Bakeries
- Miscellaneous Food Industries
  - Confectionery Manufacturers
  - Cane and Beet Sugar Processors
  - Vegetable Oil Mills
  - Miscellaneous Food Processors, n.e.s.
- Beverage Industries
  - Soft Drink Manufacturers
  - Distilleries
  - Breweries
  - Wineries

Major Group 2 – Tobacco Products Industries

- Leaf Tobacco Processors
- Tobacco Products Manufacturers

Major Group 3 – Rubber and Plastics Products Industries

- Rubber Products Industries
  - Tire and Tube Manufacturers
  - Rubber Footwear Manufacturers
  - Miscellaneous Rubber Products Manufacturers
- Plastics Fabricating Industry, n.e.s.

Major Group 4 – Leather Industries

- Leather Tanneries
- Shoe Factories
- Leather Glove Factories
- Luggage, Handbag and Small Leather Goods Manufacturers
  - Boot and Shoe Findings Manufacturers
  - Miscellaneous Leather Products Manufacturers

Major Group 5 – Textile Industries

- Cotton Yarn and Cloth Mills
- Wool Yarn and Cloth Mills
- Man-Made Fibre, Yarn and Cloth Mills
- Cordage and Twine Industry
- Felt and Fibre Processing Mills
  - Fibre Processing Mills
  - Pressed and Punched Felt Mills
- Carpet, Mat and Rug Industry
- Canvas Products and Cotton and Jute Bags Industries
  - Cotton and Jute Bags Manufacturers
  - Canvas Products Manufacturers
- Automobile Fabric Accessories Industry
- Miscellaneous Textile Industries
  - Thread Mills
  - Narrow Fabric Mills
  - Embroidery, Pleating and Hemstitching Manufacturers
  - Textile Dyeing and Finishing Plants
  - Miscellaneous Textile Industries, n.e.s.

Major Group 6 – Knitting Mills

- Hosiery Mills
- Knitting Mills (except Hosiery Mills)

Major Group 7 – Clothing Industries

Men's Clothing Industries

- Men's Clothing Factories
- Men's Clothing Contractors

Women's Clothing Industries

- Women's Clothing Factories
- Women's Clothing Contractors

Children's Clothing Industry

Fur Goods Industry

Foundation Garment Industry

Miscellaneous Clothing Industries

- Fabric Glove Manufacturers
- Hat and Cap Industry
- Miscellaneous Clothing Industries, n.e.s.

Major Group 8 – Wood Industries

Sawmills, Planing Mills and Shingle Mills

- Shingle Mills
- Sawmills and Planing Mills (except Shingle Mills)

Veneer and Plywood Mills

Sash, Door and Other Millwork Plants

- Sash, Door and Other Millwork Plants, n.e.s.
- Hardwood Flooring Plants
- Manufacturers of Pre-fabricated Buildings (Wood-Frame Construction)

Wooden Box Factories

Coffin and Casket Industry

Miscellaneous Wood Industries

- Wood Preservation Industry
- Wood Handles and Turning Industry
- Manufacturers of Particle Board
- Miscellaneous Wood Industries, n.e.s.

Major Group 9 – Furniture and Fixture Industries

Household Furniture Manufacturers

- Furniture Re-upholstery and Repair Shops
- Household Furniture Manufacturers, n.e.s.

Office Furniture Manufacturers

Miscellaneous Furniture and Fixtures Manufacturers

Electric Lamp and Shade Manufacturers

Major Group 10 – Paper and Allied Industries

Pulp and Paper Mills

Asphalt Roofing Manufacturers

Paper Box and Bag Manufacturers

- Folding Carton and Set-up Box Manufacturers
- Corrugated Box Manufacturers
- Paper and Plastic Bag Manufacturers

Miscellaneous Paper Converters

Major Group 11 – Printing, Publishing and Allied Industries

Commercial Printing

Platemaking, Typesetting and Trade Bindery Industry

Publishing Only

Publishing and Printing

Major Group 12 – Primary Metal Industries

Iron and Steel Mills

Steel Pipe and Tube Mills

Iron Foundries

Smelting and Refining

Aluminum Rolling, Casting and Extruding

Copper and Copper Alloy Rolling, Casting and Extruding

Metal Rolling, Casting and Extruding, n.e.s.

Major Group 13 – Metal Fabricating Industries (except Machinery and Transportation Equipment Industries)

Boiler and Plate Works

Fabricated Structural Metal Industry

Ornamental and Architectural Metal Industry

- Metal Door and Window Manufacturers
- Ornamental and Architectural Metal Industry, n.e.s.

Metal Stamping, Pressing and Coating Industry

- Metal Coating Industry
- Metal Stamping and Pressing Industry

Wire and Wire Products Manufacturers

Hardware, Tool and Cutlery Manufacturers

Heating Equipment Manufacturers

Machine Shops

Miscellaneous Metal Fabricating Industries

Major Group 14 – Machinery Industries (except Electrical Machinery)

Agricultural Implement Industry

Miscellaneous Machinery and Equipment Manufacturers

Commercial Refrigeration and Air Conditioning Equipment Manufacturers

Office and Store Machinery Manufacturers

Major Group 15 – Transportation Equipment Industries

Aircraft and Aircraft Parts Manufacturers

Motor Vehicle Manufacturers

Truck Body and Trailer Manufacturers

- Truck Body Manufacturers
- Non-Commercial Trailer Manufacturers
- Commercial Trailer Manufacturers

Motor Vehicle Parts and Accessories Manufacturers

Railroad Rolling Stock Industry

Shipbuilding and Repair

Boatbuilding and Repair

Miscellaneous Vehicle Manufacturers

Major Group 16 – Electrical Products Industries

Manufacturers of Small Electrical Appliances

Manufacturers of Major Appliances (Electric and Non-Electric)

Manufacturers of Lighting Fixtures

Manufacturers of Household Radio and Television Receivers

Communications Equipment Manufacturers

Major Group 16 – Electrical Products Industries – Concluded:

Manufacturers of Electrical Industrial Equipment

Manufacturers of Electric Wire and Cable

Manufacturers of Miscellaneous Electrical Products

- Battery Manufacturers
- Manufacturers of Miscellaneous Electrical Products, n.e.s.

Major Group 17 – Non-Metallic Mineral Products Industries

Clay Products Manufacturers

- Clay Products Manufacturers (from domestic clays)
- Clay Products Manufacturers (from imported clays)

Cement Manufacturers

Stone Products Manufacturers

Concrete Products Manufacturers

- Concrete Pipe Manufacturers
- Manufacturers of Structural Concrete Products
- Concrete Products Manufacturers, n.e.s.

Ready-Mix Concrete Manufacturers

Glass and Glass Products Manufacturers

- Glass Manufacturers
- Glass Products Manufacturers

Abrasives Manufacturers

Lime Manufacturers

Miscellaneous Non-Metallic Mineral Products Industries

- Refractories Manufacturers
- Miscellaneous Non-Metallic Mineral Products Industries, n.e.s.

Major Group 18 – Petroleum and Coal Products Industries

Petroleum Refineries

- Petroleum Refining
- Manufacturers of Lubricating Oils and Greases

Miscellaneous Petroleum and Coal Products Industries

Major Group 19 – Chemical and Chemical Products Industries

Manufacturers of Mixed Fertilizers

Manufacturers of Plastics and Synthetic Resins

Manufacturers of Pharmaceuticals and Medicines

Paint and Varnish Manufacturers

Manufacturers of Soap and Cleaning Compounds

Manufacturers of Toilet Preparations

Manufacturers of Industrial Chemicals

- Manufacturers of Pigments and Dry Colours
- Manufacturers of Industrial Chemicals (Inorganic), n.e.s.
- Manufacturers of Industrial Chemicals (Organic), n.e.s.

Miscellaneous Chemical Industries

- Manufacturers of Printing Inks
- Miscellaneous Chemical Industries, n.e.s.

Major Group 20 – Miscellaneous Manufacturing Industries

Scientific and Professional Equipment Industries

- Instrument and Related Products Manufacturers
- Clock and Watch Manufacturers
- Orthopaedic and Surgical Appliance Manufacturers
- Ophthalmic Goods Manufacturers
- Dental Laboratories

Jewellery and Silverware Industry

Sporting Goods and Toy Industries

- Sporting Goods Manufacturers
- Toys and Games Manufacturers

Signs and Displays Industry

Miscellaneous Manufacturing Industries, n.e.s.

- Broom, Brush and Mop Manufacturers
- Button, Buckle and Fastener Manufacturers
- Floor Tile, Linoleum and Coated Fabrics Manufacturers
- Sound Recording and Musical Instrument Manufacturers
- Stamp and Stencil (Rubber and Metal) Manufacturers
- Pen and Pencil Manufacturers
- Typewriter Supplies Manufacturers
- Fur Dressing and Dyeing
- Other Miscellaneous Manufacturing Industries

TABLE A-1

MONTHLY HIRING RATES, BY INDUSTRIAL DIVISION, 1974

Industrial Division	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
						(per cent)						
Food & Beverage	3.3	4.3	6.8	5.7	8.1	7.4	4.7	7.1	5.3	6.0	5.9	1.6
Rubber & Plastic products	-	10.2	3.1	-	-	-	4.3	-	9.4	7.2	4.2	-
Textiles	6.5	7.4	8.7	6.5	7.5	9.4	4.9	12.6	7.6	6.9	4.9	1.1
Knitting Mills	3.0	5.0	1.9	1.3	-	1.5	-	-	-	1.1	1.7	3.9
Clothing	6.5	9.1	11.2	6.5	2.9	0.5	0.5	2.0	2.5	0.5	0.5	-
Wood	5.0	2.1	2.9	11.2	5.7	5.9	3.5	2.6	4.1	5.3	1.5	1.6
Furniture & Fixture	3.8	9.1	-	-	-	2.0	-	2.2	6.7	-	-	-
Paper & Allied	2.1	2.2	2.8	1.7	3.0	3.6	4.0	3.0	3.9	1.9	0.9	1.0
Printing, publishing and Allied	0.7	-	2.1	4.9	8.2	1.9	7.1	2.5	7.1	3.8	3.1	0.6
Primary Metals	17.2	4.9	4.9	10.3	15.0	1.6	3.3	21.4	1.5	12.3	18.2	11.3
Metal Fabricating	4.1	3.6	5.2	3.5	5.2	4.4	5.0	2.7	3.9	1.1	4.8	2.3
Machinery	11.6	1.0	6.0	7.1	8.4	12.4	8.4	2.1	5.5	3.3	1.2	1.2
Transportation Equipment	5.5	7.6	4.6	9.7	7.4	3.6	2.5	2.1	5.7	1.7	2.5	0.9
Electrical Products	11.5	8.5	18.4	12.0	9.5	9.5	11.5	7.3	3.0	3.8	2.1	2.1
Non-metallic Mineral Products	-	-	1.9	6.6	5.4	5.2	0.8	1.7	6.0	-	1.7	-
Petroleum & Coal Products	-	-	0.8	0.8	4.8	-	2.3	1.5	-	1.5	-	1.5
Chemical & Chemical products	0.6	4.9	4.1	8.6	4.2	7.3	8.7	8.9	7.2	2.9	3.9	1.1
Miscellaneous manufacturing	-	-	-	2.6	-	-	2.6	2.5	-	5.0	7.3	2.5
AVERAGE	4.5	4.4	4.2	5.5	5.3	4.2	4.1	4.6	4.4	3.6	3.6	1.8

TABLE A-2

MONTHLY SEPARATION RATES, BY INDUSTRIAL DIVISION, 1974

Industrial Division	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
					(per cent)							
Food & Beverage	7.1	3.0	4.0	5.2	7.4	5.7	4.6	4.5	6.5	5.9	4.1	4.5
Rubber & Plastic products	-	-	-	8.1	2.9	6.7	-	8.6	-	-	-	3.4
Textiles	4.8	4.9	6.7	6.3	9.6	10.2	6.0	12.3	7.9	8.0	5.9	6.3
Knitting Mills	1.3	2.0	1.9	4.5	11.6	-	5.9	5.1	1.2	2.5	3.4	-
Clothing	3.0	1.7	4.8	2.0	3.3	2.9	3.0	2.5	3.0	2.6	0.5	1.6
Wood	1.8	3.7	5.3	2.2	3.1	4.3	3.0	8.8	4.5	6.2	4.2	3.9
Furniture & Fixture	-	-	11.7	5.7	2.0	8.2	-	4.3	2.2	8.5	2.3	2.4
Paper & Allied	1.6	1.7	2.2	2.2	2.5	2.4	3.1	4.2	3.7	2.1	3.2	1.4
Printing, publishing and Allied	0.7	-	0.7	2.8	2.1	2.6	4.5	3.8	4.5	4.4	3.1	-
Primary Metals	12.1	4.9	9.8	6.9	11.7	1.6	12.9	1.8	4.5	10.8	10.6	9.9
Metal Fabricating	5.3	1.2	6.4	1.8	-	4.9	4.4	4.9	3.9	6.7	3.0	2.3
Machinery	7.4	-	8.0	10.2	6.3	14.4	6.3	8.2	5.5	8.8	3.5	2.4
Transportation Equipment	0.7	2.3	1.5	1.4	2.5	3.4	0.1	1.6	1.4	2.0	0.4	0.5
Electrical Products	4.7	5.9	6.9	6.5	3.4	6.1	4.2	3.4	5.0	3.8	5.9	2.1
Non-metallic Mineral Products	4.5	0.9	1.0	1.9	1.8	0.9	0.8	4.2	2.6	2.5	3.4	3.5
Petroleum & Coal Products	-	0.8	-	-	-	1.5	-	1.5	0.8	0.8	1.5	-
Chemical & Chemical products	1.8	0.6	1.2	-	3.7	5.2	4.1	6.4	7.2	3.9	12.1	2.1
Miscellaneous manufacturing	-	-	-	-	-	-	-	2.5	-	2.5	9.8	-
AVERAGE	3.2	1.9	4.0	3.8	4.1	4.5	3.5	4.9	3.6	4.6	4.3	2.6

TABLE A-3

MONTHLY TURNOVER RATES, BY INDUSTRIAL DIVISION, 1974

Industrial Division	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
						(per cent)						
Food & Beverage	3.3	3.0	4.0	5.2	7.4	5.7	4.6	4.5	5.3	5.9	4.1	1.6
Rubber & Plastic products	-	-	-	-	-	-	-	-	-	-	-	-
Textiles	4.8	4.9	6.7	6.3	7.5	9.4	4.9	12.3	7.6	6.9	4.9	1.1
Knitting Mills	1.3	2.0	1.9	1.3	-	-	-	-	-	1.1	1.7	-
Clothing	3.0	1.7	4.8	2.0	2.9	0.5	0.5	2.0	2.5	0.5	0.5	-
Wood	1.8	2.1	2.9	2.2	3.1	4.3	3.0	2.6	4.1	5.3	0.5	1.6
Furniture & Fixture	-	-	-	-	-	2.0	-	2.2	2.2	-	-	-
Paper & Allied	1.6	1.7	2.2	1.7	2.5	2.4	3.1	3.0	3.7	1.9	0.9	1.0
Printing, publishing and Allied	0.7	-	0.7	2.8	2.1	1.9	4.5	2.5	4.5	3.8	3.1	-
Primary Metals	12.1	4.9	4.9	6.9	11.7	1.6	3.3	1.8	1.5	10.8	10.6	9.9
Metal Fabricating	4.1	1.2	5.2	1.8	-	4.4	4.4	2.7	3.9	1.1	3.0	2.3
Machinery	7.4	-	6.0	7.1	6.3	12.4	6.3	2.1	5.5	3.3	1.2	1.2
Transportation Equipment	0.7	2.3	1.5	1.4	2.5	3.4	0.1	1.6	1.4	1.7	0.4	0.5
Electrical Products	4.7	5.9	6.9	6.5	3.4	6.1	4.2	3.4	3.0	3.8	2.1	2.1
Non-metallic Mineral Products	-	-	1.0	1.9	1.8	0.9	0.8	1.7	2.6	-	1.7	-
Petroleum & Coal Products	-	-	-	-	-	-	-	1.5	-	0.8	-	-
Chemical & Chemical products	0.6	0.6	1.2	-	3.7	5.2	4.1	6.4	7.2	2.9	3.9	1.1
Miscellaneous manufacturing	-	-	-	-	-	-	-	2.5	-	2.5	7.3	-
AVERAGE	2.6	1.7	2.8	2.6	3.1	3.3	2.4	2.9	3.1	2.9	2.6	1.2

TABLE A-4

MONTHLY HIRING RATES, BY COUNTY, 1974

County	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
						(per cent)						
Annapolis	2.0	5.0	0.3	-	0.8	1.9	0.3	0.3	0.3	1.0	2.0	0.7
Antigonish-Guysborough*	-	-	1.2	3.5	10.2	-	5.4	6.3	-	2.2	-	-
Cape Breton	4.7	1.8	2.7	4.0	6.9	10.2	10.7	4.9	6.9	2.5	4.7	0.8
Colchester	5.0	8.0	8.4	8.6	8.2	10.4	4.6	13.4	9.1	6.8	2.7	1.8
Cumberland	11.6	12.7	17.5	12.3	8.4	9.3	9.4	5.8	2.9	1.9	3.0	1.0
Digby	1.6	1.6	1.6	3.1	3.0	2.9	-	-	-	-	-	-
Halifax	4.0	6.3	8.8	5.5	8.4	7.0	5.3	7.3	7.3	7.9	5.4	1.7
Hants	16.2	8.0	12.7	16.3	7.7	9.2	8.7	4.1	9.1	3.5	12.6	3.8
Inverness	1.7	0.4	1.3	0.6	2.4	1.3	0.8	0.8	1.2	1.2	1.8	0.1
Kings	4.7	1.3	2.9	2.4	3.6	3.7	3.2	2.5	3.1	2.0	2.3	0.6
Lunenburg	4.3	1.4	3.5	8.5	5.6	4.7	5.6	2.7	2.8	1.4	0.7	0.7
Pictou	2.6	6.2	2.6	8.4	4.1	0.6	1.0	1.2	6.2	0.7	1.2	1.2
Queens	0.3	0.2	0.2	-	0.2	0.3	0.3	-	-	0.3	-	0.5
Shelburne	-	3.4	5.0	11.2	2.9	16.7	7.8	5.5	1.8	1.8	3.6	0.7
Yarmouth	4.0	2.7	1.9	4.1	4.5	3.6	8.4	5.1	3.1	2.9	4.3	3.0

*Antigonish and Guysborough Counties have been grouped together in order to keep the information provided by individual firms confidential.

TABLE A-5

MONTHLY SEPARATION RATES, BY COUNTY, 1974

County	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
						(per cent)						
Annapolis	1.1	0.6	1.9	4.6	9.9	-	3.7	4.7	1.3	0.3	-	-
Antigonish-Guysborough	9.7	-	-	-	-	5.2	2.2	-	11.9	-	1.1	2.2
Cape Breton	0.9	1.4	1.4	0.4	1.7	3.7	2.3	7.8	5.5	10.8	3.1	1.9
Colchester	4.8	5.1	6.6	6.0	8.2	9.2	5.2	13.5	8.2	6.4	4.7	6.2
Cumberland	6.7	4.0	7.7	5.6	3.7	5.3	4.8	3.5	9.7	5.8	5.8	1.0
Digby	1.6	-	-	-	-	-	-	6.0	-	-	-	-
Halifax	6.2	4.0	4.5	6.3	7.4	6.7	5.4	7.1	6.4	5.6	5.6	4.7
Hants	8.1	5.5	13.7	6.9	9.5	9.2	9.2	13.4	8.6	15.6	8.0	3.3
Inverness	0.2	-	1.1	0.2	1.0	0.1	0.7	1.4	0.9	0.4	0.8	1.4
Kings	3.6	2.4	2.3	2.5	3.6	3.2	2.0	2.3	1.0	1.5	1.0	0.8
Lunenburg	2.2	-	4.9	7.1	1.4	8.1	4.2	5.5	4.2	5.7	0.7	4.5
Pictou	0.3	0.9	0.7	0.7	0.4	3.3	0.7	0.4	0.3	0.7	0.6	0.2
Queens	1.0	0.2	0.5	0.8	0.3	0.6	-	0.5	0.9	0.3	0.2	0.5
Shelburne	0.8	1.7	0.8	-	3.6	5.1	1.9	1.8	3.0	2.4	21.1	7.3
Yarmouth	1.6	2.4	4.1	3.8	7.0	5.6	7.4	4.8	5.2	8.4	6.3	3.3

TABLE A-6

MONTHLY TURNOVER RATES, BY COUNTY, 1974

County	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
						(per cent)						
Annapolis	1.1	0.6	0.3	-	0.8	-	0.3	0.3	0.3	0.3	-	-
Antigonish-Guysborough	-	-	-	-	-	2.2	-	-	-	-	-	-
Cape Breton	0.9	1.4	1.4	0.4	1.7	3.7	2.3	4.9	5.5	2.5	3.1	0.8
Colchester	4.8	5.1	6.6	6.0	8.2	9.2	4.6	13.4	8.2	6.4	2.7	1.8
Cumberland	6.7	4.0	7.7	5.6	3.7	5.3	4.8	3.5	2.9	1.9	3.0	1.0
Digby	1.6	-	-	-	-	-	-	-	-	-	-	-
Halifax	4.0	4.0	4.5	5.5	7.4	6.7	5.3	7.1	6.4	5.6	5.4	1.7
Hants	8.1	5.5	12.7	6.9	7.7	9.2	8.7	4.1	8.6	3.5	8.0	3.3
Inverness	0.2	-	1.1	0.2	1.0	0.1	0.7	0.8	0.9	0.4	0.8	0.1
Kings	3.6	1.3	2.3	2.4	3.6	3.2	2.0	2.3	1.0	1.5	1.0	0.6
Lunenburg	2.2	-	3.5	7.1	1.4	4.7	4.2	2.7	2.8	1.4	0.7	0.7
Pictou	0.3	0.9	0.7	0.7	0.4	0.6	0.7	0.4	0.3	0.7	0.6	0.2
Queens	0.3	0.2	0.2	-	0.2	0.3	-	-	-	0.3	-	0.5
Shelburne	-	1.7	0.8	-	2.9	5.1	1.9	1.8	1.8	1.8	3.6	0.7
Yarmouth	1.6	2.3	1.9	3.8	4.5	3.6	7.4	4.8	3.1	2.9	4.3	3.0

TABLE A-7
MONTHLY HIRING RATES, BY SIZE OF FIRM, 1974

Size of Firm, by Number of Employees	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
						(per cent)						
15 - 34	4.9	2.7	4.7	9.7	6.5	9.4	7.4	3.8	4.2	3.3	4.7	1.9
35 - 49	4.7	3.7	4.1	4.2	2.3	4.2	2.6	3.1	3.0	4.5	3.0	4.6
50 - 99	5.0	3.6	6.8	5.4	8.1	5.7	5.5	5.0	4.6	3.0	3.9	2.0
100 - 249	4.6	5.2	6.4	4.9	6.2	6.5	6.9	5.1	4.5	3.2	2.0	1.3
250 - 499	3.3	6.2	5.7	6.3	6.5	3.9	4.2	5.6	6.9	5.2	5.0	7.3
500+	2.9	3.6	4.2	3.6	4.2	5.1	0.7	7.1	4.8	4.1	2.0	0.4

TABLE A-8
MONTHLY SEPARATION RATES, BY SIZE OF FIRM, 1974

Size of Firm, by Number of Employees	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
						(per cent)						
15 - 34	3.2	2.7	4.3	1.7	4.0	4.0	3.0	6.9	4.7	10.2	7.4	6.4
35 - 49	2.5	3.2	5.8	2.7	1.6	5.2	3.6	4.2	2.3	5.6	3.7	2.4
50 - 99	5.0	2.7	3.6	3.5	4.0	3.9	2.8	3.7	7.2	5.3	3.9	3.3
100 - 249	2.9	3.2	3.7	4.4	6.2	4.5	5.4	6.6	5.1	2.9	4.5	1.4
250 - 499	5.2	2.4	3.2	5.6	6.6	6.7	4.9	4.6	4.4	4.0	3.2	2.8
500+	2.2	1.9	3.3	2.7	4.0	4.5	1.4	6.9	4.1	3.2	2.1	3.9

TABLE A-9
MONTHLY TURNOVER RATES, BY SIZE OF FIRM, 1974

Size of Firm, by Number of Employees	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
						(per cent)						
15 - 34	3.2	2.7	4.3	1.7	4.0	4.0	3.0	3.8	4.2	3.3	4.7	1.9
35 - 49	2.5	3.2	4.1	2.7	1.6	4.2	2.6	3.1	2.3	4.5	3.0	2.4
50 - 99	5.0	2.7	3.6	3.5	4.0	3.9	2.8	3.7	4.6	3.0	3.9	2.0
100 - 249	2.9	3.2	3.7	4.4	6.2	4.5	5.4	5.1	4.5	2.9	2.0	1.3
250 - 499	3.3	2.4	3.2	5.6	6.5	3.9	4.2	4.6	4.4	4.0	3.2	2.8
500+	2.2	1.9	3.3	2.7	4.0	4.5	0.7	6.9	4.1	3.2	2.0	0.4

TABLE A-10

MONTHLY ABSENTEEISM RATES, BY INDUSTRIAL DIVISION, 1974

Industrial Division	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Average
							(per cent)						
Food and Beverage	3.37	2.36	1.89	2.16	2.43	2.74	2.38	2.14	2.24	2.26	1.89	2.11	2.33
Textiles	6.15	7.18	6.20	7.10	6.73	6.33	5.94	5.54	4.99	4.42	5.38	4.84	5.90
Clothing	3.84	3.61	3.99	4.67	3.50	3.66	2.70	1.57	3.03	4.50	1.97	3.41	3.37
Wood	3.36	2.89	3.23	4.23	3.27	2.59	2.97	4.49	3.17	2.67	3.05	3.50	3.29
Furniture & Fixture	7.96	6.29	4.71	6.79	5.67	5.90	5.87	5.78	4.57	4.67	5.04	5.21	5.71
Paper and Allied	3.91	4.27	4.01	5.17	3.97	3.86	3.80	3.66	3.08	3.11	3.17	3.73	3.81
Printing, Publishing & Allied	1.05	1.15	0.92	1.09	0.93	0.89	0.87	0.78	0.88	0.66	0.89	0.83	0.91
Primary Metals	3.87	4.07	3.17	3.99	5.02	3.48	3.62	3.75	3.76	3.76	3.68	4.23	3.87
Metal Fabricating	2.79	2.45	2.82	3.40	3.29	2.69	2.31	2.70	3.04	3.98	2.77	2.97	2.93
Machinery	1.55	2.08	1.69	2.15	2.10	2.13	1.62	1.59	2.38	1.88	2.26	0.93	1.86
Transportation Equipment	6.15	7.76	5.73	5.54	5.57	5.20	5.40	6.78	6.43	6.37	5.57	4.86	5.95
Electrical Products	2.55	3.82	3.28	3.42	3.52	3.83	3.77	3.68	3.87	3.60	3.90	4.57	3.65
Non-Metallic Mineral Products	1.41	2.00	1.99	2.56	1.23	2.12	1.56	0.59	1.33	1.94	2.73	2.85	1.86
Petroleum and Coal Products	2.46	4.48	4.19	4.18	3.07	2.90	2.58	2.50	3.47	3.63	2.67	3.37	3.29
Chemical & Chemical Products	0.64	1.03	1.39	2.22	1.37	2.16	1.43	0.74	0.88	1.05	1.74	1.86	1.38
AVERAGE	3.40	3.70	3.28	3.91	3.44	3.37	3.12	3.09	3.14	3.23	3.11	3.28	3.34

TABLE A-11

MONTHLY ABSENTEEISM RATES, BY REGION, 1974

Region	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Average
							(per cent)						
Western Nova Scotia	3.25	3.59	3.31	3.38	3.37	3.11	2.65	2.36	2.03	2.03	2.33	2.05	2.79
Central Nova Scotia	6.47	7.77	5.24	5.45	5.33	5.35	5.23	6.54	6.63	5.90	5.26	4.87	5.84
Eastern Mainland	3.72	3.85	3.66	4.01	3.75	3.56	3.76	3.47	3.37	3.49	3.49	3.72	3.65
Cape Breton	3.84	3.97	3.37	4.55	4.90	3.69	3.64	3.88	3.53	3.80	3.59	4.24	3.92

TABLE A-12

MONTHLY ABSENTEEISM RATES, BY SIZE OF FIRM, 1974

Size of Firm, by No. of Employees	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Average
							(per cent)						
15 - 34	2.26	2.81	2.63	2.80	2.29	2.81	1.82	2.50	2.27	2.93	2.17	2.16	2.45
35 - 49	3.68	3.73	3.34	4.26	3.39	4.27	3.77	3.37	3.77	3.76	3.59	4.07	3.75
50 - 99	3.43	3.62	2.85	3.20	2.73	2.52	2.55	3.04	2.67	2.24	2.41	2.78	2.84
100 - 249	2.92	4.42	3.85	4.13	3.62	4.22	3.05	3.26	3.46	3.44	3.62	4.04	3.67
250 - 499	4.41	3.55	3.12	3.38	3.97	3.42	3.54	3.15	3.11	3.10	2.60	2.53	3.32
500+	4.91	5.52	4.40	5.16	5.25	4.28	4.50	4.95	4.80	4.57	4.44	4.52	4.78